



# City of Blue Lake

## Administrative Assistant

**Definition:** Under the general supervision of higher level staff performs a wide variety of complex administrative and support functions within assigned Department.

### CLASS CHARACTERISTICS

The Administrative Assistant classification performs and is responsible for the full range of clerical and administrative support functions of assigned department, and reports directly to a Department Director. The Administrative Assistant may exercise technical and functional supervision over assigned clerical or support staff. The Administrative Assistant may assume the duties of the City Clerk as experience and capacity allows.

### **Examples of Duties:**

- Implements and maintains compliance with all City of Blue Lake policies and procedures;
- Composes and prepares a wide variety of reports, letters, memoranda, forms, and other materials related to assigned responsibilities, including reviewing and verifying for completeness and conformance with established regulations and procedures, checking drafts for punctuation, spelling, and grammar, making or suggesting corrections to drafts; researches, compiles, and analyzes information; applies departmental and program policies and procedures in determining completeness of a variety of department related documents, including applications, permits, records, and files;
- Creates and maintains accurate and efficient office filing systems for various department records; prepares records and files for storage and/or destruction as appropriate; maintains the security of confidential files as required;
- Prepares requisitions for purchase orders and check requests; reconciles credit card accounts; prepares technical specifications, bid documents and requests for proposal; prepares bills for services and reimbursement for damages and restitution; processes and records invoices for payment; receives payment and balances receipts for permits, applications and various other fees; disburses and reconciles petty cash.
- Receives and screens visitors, telephone calls, email, and written correspondence providing information and handling issues that may require sensitivity and the use of sound independent judgment; conducts research, responds to requests for information and complaints from officials, customers and the public; refers certain issues to appropriate staff or takes or recommends action to resolve the issue; receives, and determines the

priority of, and distributes incoming mail and correspondence; processes out-going mail for the department;

- Provides and performs administrative support functions related to various technical departmental processes including assisting in preparing and processing applications, permits, contracts, insurance requirements, and grant documents;
- Prepares, copies, and distributes a variety of documents including agendas, agenda packages, bid packages, contracts and specifications, legal notices, and public service announcements; ensures documents are properly recorded, distributed, posted, and filed;
- Provides clerical and administrative support for assigned committees or commissions, including preparing, copying, and distributing agendas, agenda packets, notifications, background materials, and post-meeting documents; takes and transcribes meeting minutes
- May be assigned to perform specific duties associated with the role of the City Clerk, including preparation of agendas, resolutions, meeting minutes, certifications, etc...;
- May be assigned specific duties related to City Council elections and commission appointments;
- Schedules appointments, coordinates meetings, schedules use of facilities and/or equipment; coordinates travel arrangements and accommodations for department personnel and submits all related paperwork;
- Prepares, processes, and maintains personnel and payroll records for department staff; maintains confidentiality in departmental matters as required;
- Prepares and delivers bank deposits;
- Assists Department Director in budget preparation by researching and compiling information from a variety of documentation and data; and
- Orders and maintains department supplies and equipment.

## **REQUIREMENTS:**

***Knowledge of:*** Office procedures and practices; applicable codes, regulations, policies, technical processes and procedures related to assigned department; modern office equipment, including computer applications related to assigned works such as word processing, spreadsheet, database, and web design applications; research techniques, sources of information and methods of data collection and report preparation; principles and methods of office organization including filing

and records management; proper English usage, including spelling, grammar, punctuation and composition; basic business arithmetic; the principles and practices of effective customer service

**Ability to:** Perform responsible administrative and office support functions with accuracy, speed, and minimal supervision; organize and maintain departmental files and records; compose, prepare, and process a variety of correspondence, reports, forms, and other documents, ensuring accuracy completeness, and compliance with policy and procedure; communicate clearly and effectively orally and in writing; read, understand, interpret and apply applicable departmental local, state, and federal codes, policies, and procedures; operate a computer, necessary software applications, and other applicable standard office equipment; maintain confidentiality as necessary; set priorities, take initiative and exercise sound independent judgment within areas of responsibility; prioritize work to be able to perform a wide variety of duties and responsibilities with accuracy under the pressure of time sensitive deadlines and multiple supervisors; establish and maintain effective and cooperative working relationships with those contacted in the course of work.

### **OTHER REQUIREMENTS:**

- Must possess a valid California Driver's License
- Must type accurately at a speed of at least 50 net words per minute
- Must be fingerprinted and background checked

### **PHYSICAL DEMANDS:**

Work is generally performed in an office environment. Must be able to perform the physical aspects of the job, including sitting for periods of time; operate standard office equipment, including a computer; hearing and speech to communicate in person and over the telephone; lift, push, pull, and carry up to 25 lbs.

### **EXPERIENCE AND TRAINING:**

Applicants should have experience and/or training, which would demonstrate possession of the required knowledge and skills outlined above. An example would be: equivalent to graduation from high school, with supplemental training in administrative or office support skills and relevant computer software application programs; and at least three (3) years progressively responsible experience in an administrative support position involving public contact and customer service.

### **STATE OF CALIFORNIA DISASTER SERVICE WORKER: GOVERNMENT CODE SECTION 3100-3109:**

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers.